

23 MAY 1988
OIT/TRIS
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19 May 1988

MEMORANDUM FOR: Director of Information Technology

FROM: John M. Ray
Director of Logistics

SUBJECT: Room Numbers in New Headquarters Building

REFERENCE: Memo for D/L frm D/OIT, dtd 16 May 88,
Same Subject

Ed:

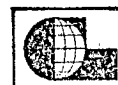
1. Please accept my apology that the assignment of permanent New Headquarters Building (NHB) room numbers had a negative impact on your contracts. To be quite honest, we simply did not realize that your people would be affected significantly by the change in the numbering scheme.

2. I am told that our staffs have been working closely to minimize the impacts to OIT. In particular, our Computer Assisting Design (CAD) Team worked a substantial amount of overtime to update the floor drawings to show both the old and new numbering system. We provided your staff with a handwritten cross reference of old numbers to new, and we are currently keying this into our Wang so that we can send your people an electronic file that could be used for programmable database changes. Our CAD Team is also working closely with staff to develop a more detailed area grid system that Frank would like to use to track equipment locations and wiring.

3. I am confident that our staffs are working together closely and daily to ensure that future disconnects are avoided. And, again, I apologize for the unintentional impacts of our room number changes. We value OIT's involvement in NHB decisionmaking processes, and we will include your staff in all joint activities in the future.

John M. Ray

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OIT 10237-88

16 MAY 1988

MEMORANDUM FOR: Director of Logistics

FROM: Edward J. Maloney
Director of Information Technology

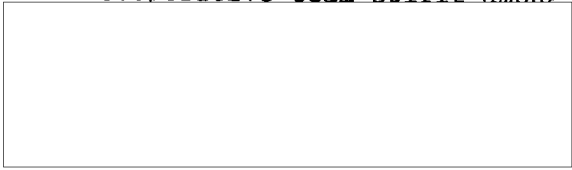
SUBJECT: Room Numbers in New Headquarters Building

1. I would like to express my concern about the impact on the Office of Information Technology (OIT) regarding the process of assigning room numbers in the New Headquarters Building.

2. Although we were aware of the impending change from construction to final room numbers, we were not made a part of the decision process despite the \$75,000 financial impact to our contracts or the potential for confusion and error which this change created. Although the selected room numbering scheme is quite logical, there were several alternative plans based upon the construction room numbers which would have had much less financial impact on our documentation and created less confusion for our contractors. Perhaps such things were considered and rejected for very good reasons, but since we were not a part of the decision process we cannot say.

3. I would request that in the future every effort be made to include OIT in the decision process where there is impact to our contracts and people. I believe we will bring good value to the decision process, and the procedure itself will help build a more cooperative team spirit among our people.

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Edward J. Maloney

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